



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**Sherwood Center for the Arts**  
**22689 SW Pine St., Sherwood, Or**  
**January 30, 2016**

**WORK SESSION-Annual Goal Setting Session**

- 1. CALL TO ORDER:** Mayor Clark called the meeting to order at 9:04 am.
- 2. COUNCIL PRESENT:** Mayor Krisanna Clark, Council President Jennifer Harris, Councilors Renee Brouse, Dan King, Linda Henderson, Jennifer Kuiper, and Sally Robinson.
- 3. STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Police Chief Jeff Groth, Community Development Director Julia Hajduk, IT Director Brad Crawford, Public Works Director Craig Sheldon, Administrative Assistant Colleen Resch and City Recorder Sylvia Murphy.
- 4. OVERVIEW OF CURRENT MISSION, VALUES AND CITY COUNCIL GOALS:**

City Manager Joe Gall briefly reviewed City Council Mission Statement, Values and Goals (see record, Exhibit A). He stated the Mission statement has been consistent Council to Council over the years. He said changing these goals is something the Council can do but is not something to be done today. He stated City staff is hoping the Council establishes priorities of what the Council want to see accomplished in 2016 and where those projects fall under each of the goals. Adopted Goals consisted of: Public Safety, Livability, Infrastructure, Resident Well Being and Economic Development. He said he will take the information provided by the Council and compile a work plan which can be used as a communication tool for staff. He stated the Council could also use it as part of the City Manager's annual performance evaluation and the information can also be provided to the public.

He said the information provided to the Council (Exhibit A) consists of reports provided by City departments similar to last year's information, a report of what each department does and their planned projects for the next 16 months. He explained the timeline represents the remainder of this fiscal year and next fiscal year. He said after today's session he will compile the information based on what the Council wants and prepare a plan for Council adoption at the February 16<sup>th</sup> meeting or the first meeting in March.

**5. DEVELOPMENT OF PROJECTS AND PRIORITIES:**

Mayor Clark stated she appreciated the department updates and the session will be for the Council to discuss their ideas and said staff is available to answer questions. City Manager Gall reminded the

Council the session was to identify Council priorities and not staff's priorities. The Council members suggested the following.

Mayor Clark suggested:

- Completion of the Community Garden Phase 1. The project was listed under the Resident Well Being goal.
- Recycling in parks and at City owned properties. Public Works Director Craig Shelton provided an update on the project and discussion followed. Council asked if a cost analysis would be done on projects and City Manager Gall stated not here and said it may come back to the Council. He said both of these projects are Metro funded. The project was listed under the Livability goal.
- The Rose Festival Float. Mr. Gall said the Robin Hood Festival Association has agreed to assist with the float this year and suggested that it may not rise to the level of a Council goal.

Council President Harris suggested:

- Boards and Commissions policy to establish a standardized process of appointments and terms for all, including consistency with codification. Also suggested was looking at current boards and determine if they are still needed and establishing new ones. The project was listed under the Resident Well Being goal.

Councilor Robinson suggested:

- Comprehensive Plan Update. Discussion followed regarding the need for additional staffing, public outreach, and a timeline. Council asked regarding this update in comparison to the TSP (Transportation System Plan). Julia Hajduk explained it is more involved and included community outreach and was last done in 1991. She said it could take between 2 to 3 years depending on funding and is usually a 20 year plan. The project was listed under the Livability goal.

Council President Harris suggested:

- Completion of the Police Staffing Study. Assistant City Manager Tom Pessemier said the draft report should be completed the second week in February and would be circulated to him, City Manager Gall, Chief Groth and others. He said the final draft may be presented at the March 15 City Council meeting and this date can be moved if the Council wanted to hold a special meeting. Mr. Gall said the outcome will generate a new conversation. Mayor Clark stated the Council will review and implement the staffing study and then have discussion about how we provide police services. Discussion occurred regarding what the Council might be discussing after receiving the study, such as increased staffing and available funding and or lack of funding and looking at other service options and funding options. The project was listed under the Public Safety goal.

Councilor Kuiper suggested:

- Having a discussion on existing City assets, land resources for the City and URA, looking at Cannery Row and figuring out a plan. Discussion followed regarding the value of City assets and how to best manage them and developing a plan for the future. Looking at what land is developable and sellable. Comments were received about the need to understand design standards in Old Town and development. Julia recapped the work previously done by the City and history on design standards and mentioned challenges with the processes and said this is currently on their work program. The project was listed under the Economic Development goal.

Council discussed parking, structure parking and staff parking in Old Town. Tom Pessemier explained the City has looked at parking but not within the last five years. He said a parking study for old town is on the URA project list and was previously priced at \$125,000 and was a 20 year study. Tom explained what a study would look at. He said the City has been keeping an eye on parking, particularly when purchasing property. He said a study was conducted in 2012 for the old town area and was a study on current parking uses, and was not a study on a 20 year plan. Comments were received regarding parking structures and costs. Comments were received regarding staff having prior discussion on traffic flow patterns in the down town area. Tom explained the discussion is a future project with possibly one-way traffic in the old town area.

Councilor Brouse suggested:

- Investigating becoming a Healthy Eating Active Living (HEAL) City, with the community garden and recycling program fitting into this initiative. She stated grant funding is available. She stated the trail system and recreation is also combined into this. The project was listed under the Resident Well Being goal.

Councilor Kuiper suggested:

- A website or an overarching site with all City recreational and program information. Information would encompass information on the Arts Center, Senior Center and Field house. Discussion followed and the City of West Linn was provided as an example of how they market their programs. An activity guide was suggested as an example. Comprehensive Marketing of Recreation was the suggested project title and it was listed under the Resident Well Being goal.

Council President Harris suggested:

- Discussion on recreation in the City, the YMCA contract, and alternative options to the YMCA. Comments were received about wanting and needing operational cost data and evaluating the following areas: Costs to run the facility, cost to manage, does City manage, does City stay with a YMCA program only. City Manager Gall stated the YMCA agreement dates to 2018, and confirmed staff is to look at the facility the City owns and figure out what it would cost for the City to operate and maintain it. He said this would probably require outside help to get an analysis.

Comments were received regarding completing the police staffing study first and figure out how to pay for that and public safety being a core service the City is obligated to provide. City Council discussion continued with recreation and public safety being competing topics. Comments were received about looking at the topic of recreation similar to the community garden project, in phases. Discussion occurred regarding public works having information on City maintenance cost for City buildings and having an asset replacement program. Public Works Director Craig Sheldon said regarding the YMCA, both the City and YMCA own things within the facility, and the City owns the building and has things we are responsible for.

Comments were received to give more priority than in the past to our senior programs and to consider the upcoming contract with Meals on Wheels. Discussion occurred regarding focusing on senior programming, the Senior Center building and the improvements made to the Senior Center, the age of the building and an upcoming roof replacement. Comments were received regarding senior programming being looked at as part of recreation but being its own category, and marketing the center better. Comments were received regarding the City of West Linn Activity Guide and it was referred to as an example for marketing the center. Comments were received that there are current

programs existing throughout the community. Comments were received regarding having a plan to transport seniors to programs and some senior housing developments already having transportation. City Manager Gall reminded the Council of additional Trimet services in the near future. The project was listed under Resident Well Being.

Council recessed at 9:57 am and reconvened at 10:10 am.

Councilor Robinson suggested:

- Dog Park and educating the public on when it would be open and if it would close during the winter months. City Manager Gall suggested posting information on the City website and commented regarding the discussion and debate during the development of the park of a grass surface or chips. He said the park will remain closed to establish the grass and then reopened. He said there has been discussion to close it during the winter months, but a decision had not been made. He spoke of a second park that could have chips and could be open through the winter months. Discussion occurred regarding having another dog park on the other side of Hwy 99 and if it was feasible for the City's budget. Mr. Gall said the project could be to explore a location for an additional park, north of Hwy 99. The project was listed under the Infrastructure goal.

Public Works Director Craig Sheldon spoke of dog parks having two separate areas with grass and chips and closing down the grassy area during winter months. Discussion occurred regarding the location of Elwert and Kruger Road for a possible dog park location, the future development of the intersection, and the City's purchase of the 20 acres. Tom Pessemier spoke of the development of a round-about at this intersection and the plan to take about 5 acres or more for the project, and having 12-15 acres remaining. Tom said this is a prime location and City Manager Gall stated this is a site the City can explore. The Council discussed Pioneer Park and the City looking at this location when the Snyder dog park was built. Comments were received that this location was another option to explore. The Council discussed the property across from Home Depot near the power lines and were told that the Parks Board was not in favor of this location. Tom said this location was looked at and it would be more of a big open spaced park that was just fenced.

Council President Harris suggested:

- Skate Park. Comments were received regarding the cost during prior years research of this project for phase one being \$375,000 and this being driven by the cost of concrete, and this being phase 1 of a possible 3 phase project. Discussion occurred regarding applying to the State for funding. Comments were received regarding providing skate park elements throughout old town and having a designated location for kids to go and other communities having elements within their towns. Councilor Kuiper stated the project was a priority of the Parks Board, in their top five projects. The project was listed under the Infrastructure goal.

Councilor Kuiper suggested:

- Restroom facilities at the Cannery Plaza and Woodhaven Park, City Manager Gall stated Woodhaven Park was already getting one. Discussion followed regarding a Correctional Department Inmate Program that builds affordable restroom facilities and possibly utilizing this program.
- Revisiting the Parks Master Plan. Community Development Director Julia Hajduk explained the current plan is about 10 years old, and that other City plans were folded into the Comprehensive Plan. She said there have been staff discussions as the update to the Parks Master Plan is budgeted for

this year, and does it makes sense to update the Parks Master Plan now before we update the Comprehensive Plan or do we wait. She commented regarding not wanting to wait two years. She said staff needs to figure out how to move forward.

Councilor Brouse suggested:

- Cascadia Preparedness. She said she is not sure what this project looks like and may not cost as much as some projects, but doing something to prepare and educate people. She suggested maybe having town halls to educate people. Chief Groth stated this is currently on the police department's project list.

Mayor Clark suggested:

- Reestablishing the CERT Program. Chief Groth explained the challenges with the program when it started and concluded that there are many agencies that intentionally don't have programs and said it doesn't fit within what we are trying to accomplish with emergency management for the City. Discussion occurred regarding having a program that in the event of a big earthquake there are people within neighborhoods that are point people. Chief Groth said this component of the CERT Program is what we want, community preparedness and ability to assist their neighbors. He explained the Map Your Neighborhood Project and said this is the component we want to build on. He explained the CERT Program component that we don't want to revisit is to have members of a particular team that start to attain high levels of training that puts the City at a liability risk because they are City volunteers. He said the program we want to have in place is community preparedness.

Councilor Kuiper explained her experience with the prior CERT Program as a trainer and said Unit 1 of the Cert Program is what has been explained as community preparedness and Mapping Your Neighborhood. City Manager Gall concluded the City needs to do more to prepare the community for a disaster. Discussion occurred regarding people not knowing locations of emergency shelters, such as the YMCA, and Sherwood being a gateway community for people coming from the Coast. Comments were received regarding a community program that includes our partners such as the YMCA and the LDS Church and members of LDS wanting to be part of the program. The project was listed under the Public Safety goal.

Councilor Henderson commented that emergency management training is not getting out to the public and how best to accomplish this. She commented regarding in an emergency situation that could occur on a weekday, how many City staff reside outside the City, services provided by the City, the number of school children and people knowing what the school districts plan is. Chief Groth commented regarding current communications with the school district regarding program and planning.

Councilor Robinson suggested:

- Utilizing the City's free public access channel to broadcast information such as the Suicide Prevention Presentation and make it a priority to communicate better and educate the public using this free source. Discussion occurred regarding educating the public on Emergency Preparedness, the available staff and equipment to record content. IT Director Brad Crawford explained having staff available to record, such as City Boards and Commission meetings (Planning Commission and Police Advisory Board, are currently recorded), and his request to the City Manager of needing more content to display on the channel. Chief Groth explained how the Police Advisory Board got to the point of

being recorded. Comments were received regarding recording the upcoming Citizen University and broadcasting those recordings as well as Emergency Preparedness information.

City Manager Gall stated the City has a resource issue and explained the MACC, (Metropolitan Area Cable Commission) organization, which has a cost associated with it. Discussion occurred regarding the potential for an additional channel if the City had more content, tapping into content that already exists, and possibly using the studio equipment of TVFR. Brad provided examples of content that we can and cannot use. City Manager Gall spoke of current governing body meetings, Metro Council and Washington County Board of Commissioners that are not televised in Sherwood. The project was listed under the Livability goal.

Councilor Kuiper suggested:

- More effective communication with the community through either town halls, or going into a community park and having a BBQ, something to allow more accessibility to the Council. Examples provided were; having events, coffee meetings, round tables, small groups with 1-2 council member meetings, and going into neighborhoods. Discussion occurred regarding going to HOA's meetings and this being different from the intent and potential challenges with public attendance. City Manager Gall gave the example of picnics in the park, something the City of Beaverton does, with 3-4 picnics in the summer, with a City hosted picnic. Discussion occurred regarding various locations and neighborhoods to host events. Comments were received that the City has held a similar event, Solstice in the Park, at Snyder Park. Discussion occurred regarding involving the fire department, police department and school district. The example of another Beaverton event was provided that was City hosted, similar to a farmers market, an evening event with beer and wine and music with attending City officials. Discussion occurred regarding having a booth at the Robin Hood Festival and this not being the same as the booth would not draw people in, versus an open social event. National Night Out was provided as an example and the challenge that this event is held on a Tuesday night and needing to change the Council schedule. Chief Groth commented regarding the Council using the National Night Out as a platform to get out into the community and this accomplishing the goal. He said this event is always held on the first Tuesday in August.

Council President Harris suggested:

- Look into communities that have pocket neighborhood design elements and building this into our development plans. Julia Hajduk stated this could be part of the conversation surrounding the Comprehensive Plan, during community outreach and involvement, to see how we want to grow. Discussion occurred regarding Sherwood being a walkable community and people wanting their services closer to their homes. Julia commented as we look at the comprehensive plan, we will address how we want to grow, and there will be goals and strategies that might get translated into development code updates. Council asked if affordable housing could also go into this and Julia confirmed. Discussion occurred regarding other terms to be used, other than affordable housing, such as workforce housing.

Councilor Brouse referred to WRAP services being included into the topic. Wrap services include, early education, workforce development as well as affordable housing. Discussion occurred regarding which City goal this meets. Council discussed different types of available and unavailable housing types, Villebios in Wilsonville was provided as an example. The Council discussed the failed annexation of the Brookman area and what voters don't want, and pocket neighborhoods as an

option. Discussion occurred regarding the Council members going out and looking at different types of housing developments to gather ideas.

Councilor King suggested:

- Looking at HOA (Home Owners Association) regulations as part of development.

Councilor Robinson suggested:

- Moving Code Enforcement to Community Development. City Manager Gall stated he is planning to address this in the upcoming budget. Discussion occurred regarding what the job description of Code Enforcement could be. An example was provided of a Dispute Resolution Program that currently exists in the City of Beaverton. Discussion followed regarding different models of code enforcement. City Manager Gall informed of the Code Services program in Beaverton. He stated he believes the Code Enforcement position needed to be a full time position. Comments were received to have the position be more of an educational, proactive approach rather than a reactionary approach. Discussion occurred regarding dispute resolution programs such as Beaverton's which is led by trained volunteers. Mr. Gall stated Tigard contracts with Beaverton for these services and suggested Sherwood explore a similar program to Beaverton. Comments were received regarding cost and the need for a Sherwood program.

Councilor King commented to his earlier suggestion regarding HOA and said they are created by the state but not regulated, he suggested the City have some controls over HOA's. Discussion occurred regarding not all areas in the City having HOA's and the government should not be regulating. City Attorney Soper stated there are more state regulations than we initially realized and it appears HOA's may not be following the regulations. He said it's possible the homeowners are not aware that regulations are being violated. Discussion occurred regarding the Dispute Resolution Program and examples of disputes.

Councilor Kuiper commented regarding issues with property owners encroaching on City owned property and green spaces, she said this is an educational issue. She asked if this can be part of code enforcement. Discussion continued regarding HOA's and the Council's desire to continue to pursue information regarding the Dispute Resolution Program in Beaverton for a similar program or services in Sherwood if cost is not prohibitive. The project was listed under the Public Safety goal.

Councilor Kuiper suggested:

- She asked regarding a planned project for the City Attorney's office (see exhibit), *Begin to compile City Administrative Rules* and asked if this could include a comparison and contrast to City Council Rules, specifically the City's policy on seeking applicants to City Boards & Commissions and the Council Rules not necessarily following that policy. Mr. Soper said he imagines the Council Rules being a chapter in the City Administrative Rules. He explained having City Code on all ordinances and Council Rules as a document, and a policy of XX is another document. He explained what he envisions the project being and would include what Councilor Kuiper suggested.

Council President Harris suggested:

- Having a more proactive plan on development and actively seeking out the companies we want in Sherwood, actively soliciting and purposely choosing. Comments were received regarding a Vision 20/20 Program in the Metro area where they are starting to develop cut-sheets of different cities. Tom

Pessemier stated it is Greater Portland Inc.(GPI) and Sherwood currently has a profile. She suggested the City could actively market the City, discussion followed. Tom explained the City has an economic opportunity analysis that has certain priorities identified, specifically in tourism. He provided background information on economic development and said we don't have a current focused effort. He said we need to have a conversation regarding commercial and what we want to target. He said part of economic development is, are we talking about business expansion and retention and dealing with your existing spaces or are we talking about growth. He said he is hearing the Council say to focus more on the existing things we have and goals and to be more proactive in doing that. Discussion followed regarding the turn in the economy and the City taking in whomever wanted to come to Sherwood. Tom suggestion having work sessions to establish the City's priorities. City Manager Gall stated the challenge with this are resources. Comments were received regarding the Council members marketing the City with the proper tools and data. Comments were received regarding the City not having incentives to offer, discussion followed with creative incentives provided by other cities, included Gresham and Wilsonville. Discussion followed regarding the Center for the Arts retail space and intentional marketing. The project was listed under the Economic Development goal.

Councilor Henderson suggested:

- An updated Economic Development Plan and having a defined vision that encompasses resident wellbeing, livability, public safety and infrastructure. She said the City doesn't have a vision for a target level of employment, or tax base and this can also be marketed. City Manager Gall stated the community has not gone through a visioning process and we don't have a community vision. He gave examples of other cities that have gone through a process, Tualatin, Beaverton and Hillsboro. He said he sees this project being done in the next 2-3 years, but doesn't know if this can be done as well as the Comprehensive Plan. Julia stated some of the visioning will be done as it will be needed for the Comprehensive Plan update. Comments were received to look at all available land in the City, whether owned by the City or not and look at requested zone changes. Discussion followed and it was determined that this work falls under the Comprehensive Plan.

Councilor Robinson suggested:

- A discussion to be more efficient within ourselves and a possible amendment to Council Rules and potential Charter changes. City Manager Gall stated he did not envision going through Council Rules as a group, and the Council can talk about this at some point. He said Charter amendment proposals can be discussed as well. Mayor Clark suggested discussion on Council Rules as a work session topic and said Council Rules are guidelines and did not want to spend a lot of time on guidelines and said she wants to spend time on conclusion of projects, visioning and working on things to move us forward.

Councilor Kuiper suggested:

- Charter amendments, specifically language regarding 1<sup>st</sup> and 2<sup>nd</sup> readings of ordinances and suggested a review of the entire Charter. She stated as a Charter Review Committee member, after the amendments were in effect she realized areas that were missed and places where amendments could have been done better. Councilor Harris asked to review mayoral term language. City Attorney Soper indicted scheduling a work session to review the Charter. The Council indicated it was not necessary to call upon a Charter Review Committee. The project was listed under the Livability goal.



Council President Harris suggested:

- Explore programs and support for mental health in the community. She referred to suicide prevention information and wanted to continue that momentum and talk about what that would look like. She mentioned talking to clergy who would partner with the City to support survivors of suicide, death in general and all types of mental health programs. She mentioned looking at the homelessness in the City, and how that population is growing. She mentioned the share center and possibly the YMCA and churches managing it and feels this is not the right channel for that. She mentioned successful programs in surrounding communities and the State, and said addressing homelessness needed to be a priority in Sherwood. Comments were received regarding part of this topic going under senior services as a lot of mental health and suicide issues are veterans. Comments were received regarding exploring opportunities, the City not providing services and not having funding to do so, services provided by Washington County and having the ability to have a steering process and partnering with State or County services, non-profit groups and churches. Discussion followed and Chief Groth provided information regarding the City currently working with the Mental Health Team and future growth as it is at capacity. He explained growth could potentially mean adding more clinicians which Washington County would need to budget for and adding officers from the County that would partner to form these teams where all agencies in Washington County would have the potential to do that. He informed the Council this is currently in the works at the County and there may be opportunities for Sherwood to be part of the existing resource. Comments were received that there is also the Vision Network, discussion followed. City Manager Gall informed the Council that a representative from Vision Network requested to provide a presentation to the Council. Discussion followed regarding available resources and leveraging them.

Councilor Brouse suggested:

- Through the Police Department goal of strengthening YSAT, developing youth drug prevention programs. Discussion occurred regarding this not necessarily being a new Council goal and which current goal it would fall under. Chief Groth commented that through the staffing study if this was a community desire to have more officers involved in the school, this could be the component to add prevention programs. He explained the potential of forming a 501C, something similar to Tigard's program and needing the resources to do the work. Discussion occurred regarding staffing studies and the outcomes of the studies and realizing the repercussions of such studies and how to fund them, including compensating studies. Tom Pessemier stated a compensation study was overdue and there will be consequences. City Manager Gall commented regarding getting a salary study and it possibly indicating the City is below market and there being a cost to being competitive and having the best staff possible. He commented regarding not doing the studies if we are not willing to fund the outcome. Tom indicated it has been 8-10 years since a study was done. Discussion followed regarding being under and or over market and what the City would do. Discussion followed regarding Washington County MHRT (Mental Health Response Team) and Chief Groth briefly explained the program.

City Manager Gall said nothing listed in the discussion today was too heavy and he would compile a list and try and schedule the work out at least over the next twelve months and said the Council can rearrange the projects. He said some of the projects need to occur prior to the budgeting process and some projects can wait for summer or fall. He said the project list will come back to the Council for approval.

Councilor Kuiper asked about the Citizen University project and comments were received that it did not need to be on the list of projects because it's already in progress.

Councilor Henderson suggested:

- Understanding the consequences of the proposed tax measure that Mr. Middleton will be placing on the ballot, what it means for Sherwood and what it has meant for other communities, and understanding the financial impacts to the City if the measure were to pass. Comments were received that this is not necessarily a Council goal, but is something that would be discussed at the Council level. Discussion followed regarding the Council has scheduled the discussion at their upcoming meeting as the measure is scheduled for the May 2016 ballot. Comments were received regarding the effects of a ballot passage and the work of the City staff in preparing the 2016-17 budget to reflect this. City Manager Gall stated he has heard from citizens that there will be an opposition campaign.

Mayor Clark thanked all who attended the work session and adjourned.

## **6. ADJOURN:**

Mayor Clark adjourned the meeting at 12:20 pm.

Attest:

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Sylvia Murphy, MMC, City Recorder

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Krisanna Clark, Mayor